

**To:** Lubbe, Wendy[Lubbe.Wendy@epa.gov]  
**Cc:** Dawani, Karim[dawani.karim@epa.gov]; Kring, Debbie[kring.debbie@epa.gov]; Thomas, Hattie[Thomas.Hattie@epa.gov]; Betts, Ashley[Betts.Ashley@epa.gov]  
**From:** Moses, Althea  
**Sent:** Tue 2/26/2013 3:23:55 PM  
**Subject:** Re: Paperwork reduction act

Wendy,

Thanks for the note - the approach we are working on as a contingency is to conduct a series of interviews with locals which we hope will give us the type of insite we need yo answer our questions regarding community access and usage norms.

The number of interviews will be 9 or less and the questions will be similar, though may be adjusted in order to apply to the person being interviewed.

Please let me know your thoughts.

We will be working on questions today. Please let me know if you have time for a quick review.

Thanks,

Althea

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**From:** Lubbe, Wendy  
**Sent:** Tuesday, February 26, 2013 9:13:13 AM  
**To:** Moses, Althea  
**Cc:** Dawani, Karim; Kring, Debbie; Thomas, Hattie; Betts, Ashley  
**Subject:** RE: Paperwork reduction act

Althea-

I checked with a contact at HQ and this is what I found out...

It is unlikely that the agency has an existing mechanism for gathering the type of information that you want to collect, however, here are two avenues to explore:

(1) if Superfund in HQ has an ICR that regions can use for surveying communities. For this, I referred to the OSRTI tool kit (<http://www.epa.gov/superfund/community/toolkit.htm>) or

(2) if you are asking only customer satisfaction questions, OP manages an expedited ICR process with OMB. Michelle Mandolia is the OP contact. If you are focused on only customer service questions, I would be happy to set up some time to talk with Michelle.

Otherwise, I don't think it will be possible for you to survey the community. Let me know if you want to chat more or how I can help.

Thanks,

Wendy

**From:** Moses, Althea  
**Sent:** Friday, February 22, 2013 5:39 PM  
**To:** Lubbe, Wendy  
**Cc:** Dawani, Karim; Kring, Debbie; Thomas, Hattie  
**Subject:** Paperwork reduction act

Wendy,

Do you have anyone on your staff who may be familiar with the paperwork reduction act and availability to help us do some research regarding approved survey instruments?

Background:

ECO, OPA, and SPFD have recently been having conversations regarding the use of electronic communication tools to do community engagement. One of our concerns moving forward is that we ensure that we are ensuring EJ communities are not left behind. There is quite a bit of information out there regarding the "digital divide".

The first specific opportunity to try some new tools out at an EJ site is in regards to the Westlake Landfill in Bridgeton, MO (near St. Louis).

We have determined that there is a low income and or minority population in the area surrounding the facility which may be disproportionately affected near the site - The landfill is adjacent to a trailer park and a housing development.

As we are editing the community involvement plan to include more up-to-date communication tools we want to know more about internet accessibility and communication preferences for these citizens which are near neighbors to the site.

One of the approaches to learning more about what may work in the area is to survey community members. I am aware of the limitations placed on our doing surveys by the paperwork reduction act, but am interested in learning about some of the survey instruments which may have already been approved and whether there may be one which we may use to help us gather information to inform our work.

Please let me know what you think about where we are headed and whether you have anyone on your team who may help out.

Thanks,

Althea